



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

ANDREW J. BRUCK  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**November 8, 2021**  
**NOTICE OF JOB VACANCY**  
**#21-392**

**This is a repost of vacancy announcement #21-215; previous applicants need not reapply.**

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

**TITLE:** Senior Management Assistant  
**SALARY:** \$55,777.68 to \$78,967.17  
**LOCATION:** Office of Public Integrity & Accountability  
Corruption Bureau - Central  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of a supervisory officer in the Office of Public Integrity & Accountability provides varied and complex administrative services including the coordination of management/administrative activities among three Executive staff members; assists and coordinates program operations; identifies, analyzes and recommends solutions to improve administrative and operational processes, including organizational changes, and work/tracking systems; proficiency with various computer software including but not limited to Excel, Microsoft Outlook, Promis Gavel and Infoshare; creates and maintains documents utilizing software and other databases to track data, projects and initiatives; assists with the research and preparation of grants and other projects; prepares and tracks voluminous discovery; assists with document preparation for trials; reviews and responds to and or routes incoming correspondences, e-mails and telephone calls; maintains calendars and manages timekeeping; conducts independent research and studies on administrative and operational needs; works with and coordinates with other offices and agencies to promote OPIA policy objectives as directed; works on special projects; performs other responsibilities as needed.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**EXPERIENCE:** Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PREFERENCE:** Preference will be given to candidates who possess in excess of ten (10) years of relevant administrative/secretarial experience, demonstrated ability to work effectively with a broad cross-section of stakeholders and who possess excellent written and oral communication skills.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #21-392 and a current resume on or before the closing date of November 24, 2021 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

